

Answers to the RFP - Incarcerated Female Correctional & Substance Abuse Programming

Question Deadline: December 31, 2014

Responses: January 2, 2015

1. Approximately how many women will be served in the program at any given time?

VT DOC Answer: Approximately 50 women are in services in this program at any given time.

2. What is the program's length of stay?

VT DOC Answer: The average length of stay is approximately 49 days. The population includes detention, jail and prison.

3. What is the current staffing pattern?

VT DOC Answer: Currently 4.5 FTEs.

4. What annual funds are currently available for this contract?

VT DOC Answer: The average monthly invoice is \$29,000.00.

5. What is the method of payment?

VT DOC Answer: Monthly invoicing.

6. Who is the current provider and how long have they held the contract?

VT DOC Answer: The current provider is Phoenix House of New England. This contract has been in effect approximately four years.

7. We understand that the program operates seven days per week. How many hours of programming are desired per day/per week?

VT DOC Answer: Contractor makes proposal of services in consideration of the operational needs of the facility and the Department.

8. The RFP requests that bidders identify the program director in their proposal. Until a contract is awarded, will a job description suffice?

VT DOC Answer: Bidders are encouraged to identify the program director if they have identified selection.

9. Please provide instructions on what should be addressed in the Quality Control section.

VT DOC Answer: Measures which the proposer uses to assure fidelity to the model proposed.

10. Please identify what information is required in the Cost Proposal section.

VT DOC Answer: Please identify administrative costs/fees, agency fees/costs, proposed salary range and benefits for each position description, operational costs.

11. If *Thinking for a Change* is required, who pays for the training?

VT DOC Answer: If the DOC requires a selected curriculum, the DOC will provide the first training and subsequent trainings are the financial responsibilities of the vendor.

12. Is staff required to participate in DOC Basic Training Academy and what are the costs if any to the contractor?

VT DOC Answer: Staff is not required to participate in DOC Basic Training Academy.

13. What office equipment, (e.g., copier, computer, phones, file cabinets, desks/chairs, etc.) and physical work space does DOC provide?

VT DOC Answer: The DOC will provide access to a copier, phone, file cabinet, desk/chairs and limited work space. Limited computer access is also available.

14. Is staff required to complete a background investigation? Who pays for the cost of such?

VT DOC Answer: All staff is required to complete a background investigation and this is a cost of the contractor.